



PART	CHAPTER	PAGE	DATE
TWO	5	21	11/01

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 2 of 3

## ALL ARIZONA COUNTIES

Function:

County Attorney

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
3	Civil cases: a. AHCCCS eligibility  b. Bankruptcy c. Bond forfeitures d. Condemnations e. General litigation f. Public fiduciary (legal review of select cases) g. Revenue and collections h. Risk management i. Tax appeals j. Tax condemnations		-	-	10  4 2 10 6 2  5 6 6 4	After date filed; or may be destroyed upon receipt of a court order, dismissal, court closing or settlement After case closed After case closed After case closed After case closed After case closed  After case closed After case closed After case closed After case closed
4	County attorney opinions		-	-	10	After date issued
5	School district boundary changes		-	-	10	After effective date
6	Voting rights submissions to U.S. Dept. of Justice (redrawing boundaries of voting districts, precincts, etc.)		-	-	13	After fiscal year prepared
7	Juvenile cases: a. Traffic work files b. Juvenile delinquency work files including petition / disposition for prosecuted cases c. Adoption work files (un-contested)		-	-	- - 99	Retain until juvenile reaches age 19 Retain until juvenile reaches age 23 (A.R.S. §8-247) After date case is closed (A.R.S. §8-120)
8	Victim witness client information files a. All excluding first degree homicides b. First degree homicides		-	-	5 15	After date case is closed After date case is closed
9	Bad check cases: a. Criminal complaints (work copies)  b. Cases without complaints		-	-	1 1	After adjudicated (original with prosecutor) After closed

Supersedes Schedule Dated:  
March 11, 1999

Approved by:

  
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001

PART	CHAPTER	PAGE	DATE
TWO	5	22	11/01

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 3 of 3

## ALL ARIZONA COUNTIES

Function:

County Attorney

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10	Cancelled restitution Checks		-	-	3	After fiscal year paid
11	Restitution accounting records and reports		-	-	3	After fiscal year paid
12	Cash receipts		-	-	3	After fiscal year paid
13	Accounting system computer backup		-	-	-	Backup daily; rotate taped
Supersedes Schedule Dated: March 11, 1999						

Approved by:

X *Shadyann Wells*

Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001